

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

May 4, 2009 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN J. HOWARD

PLEDGE OF ALLEGIANCE

INTRODUCTION OF STUDENT GOVERNMENT DAY STUDENT'S

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of April 6, 2009 (Page 2 of 25)
 - Special Council Meeting of April 16, 2009 (Page 13 of 25)
2. Public Hearing for a Fiscal Year "09" Budget Revision
 - Possible adoption of the Fiscal Year "09" Budget Revision (Page 14 of 25)
3. VDOT Bridge Update (Thomas A. Rakowski)
4. Budget and Personnel Committee Report of April 21, 2009 (Councilwoman Conklin) (Page 15 of 25)
The following action by the Committee occurred and will need to be acted upon:
 - Consider Changes to the Public Works Job Description (Page 20 of 25)
 - Consider a new Job Description (Administrative Assistant / Clerk Leader) (Page 21 of 25)
5. Recreation and Community Enhancement Committee Report of April 21, 2009 (Page 22 of 25)
(Councilman Frese)
The following action by the Committee occurred and will need to be acted upon:
 - Purchase of a Sign for the Island Nature trail (Page 25 of 25)
6. Wetlands Board (Councilman Frese)
7. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

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**MINUTES OF THE APRIL 6, 2009
CHINCOTEAGUE TOWN COUNCIL MEETING**

Council Members Present:

John H. Tarr, Mayor	Nancy B. Conklin, Councilwoman
James Frese, Councilman	John H. Howard, Councilman
Terry Howard, Councilman	John N. Jester, Vice-Mayor
Ellen W. Richardson, Councilwoman	

Call to Order

Mayor Tarr called the meeting to order at 7:30 p.m.

Invocation

Councilman T. Howard offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Open Forum/Public Participation

Mayor Tarr presented Mr. Bob Behr, President of the Chincoteague Cultural Alliance, a certificate of nomination for Recognition for the Chincoteague Cultural Alliance for the 2008 ‘Governor’s Award for the Arts’ for outstanding achievement and significant contributions to the Arts in the Commonwealth of Virginia.

Mr. Moyerman, son-in-law of a senior resident who lives on Phipps Lane, asked why the street sign for Phipps Lane was moved to cause an obstruction. Town Manager, Robert Ritter, said the sign was moved to the actual property line. Mr. Moyerman asked if the right of way was moved would the utilities need to be moved or if anyone has looked into this. Mayor Tarr explained that the right of way would be an issue for the property owners and not the Town. Discussion continued about safety issues surrounding the current placement of the sign. Mayor Tarr instructed Attorney Poulson to research the right of way issue concerning the sign.

Mrs. Sandy Bowden, representing the After Prom Committee for Chincoteague High School, gave Council three T-shirts from the past three After Prom parties. She requested Council’s support for this year’s event.

Mr. Dean Orsino, of Threadgoodes, requested Council’s support to bring a retired Space Shuttle to the NASA Wallops Visitor Center. Councilman T. Howard and Mayor Tarr both agreed it was a great idea.

Mrs. Donna Mason said she is in support of the Broadband Initiative. She also suggested the Town use the Space Port and launches as advertisement for tourism.

Agenda Additions/Deletions and Adoption

Mayor Tarr requested that Item #5 be deleted until additional information is obtained from VDOT. **Councilwoman Conklin motioned, seconded by Councilman Frese, to accept the agenda as amended. The motion was unanimously approved.**

1. Consider Adoption of the Minutes: March 2 & 19, 2009

Councilman T. Howard motioned, seconded by Vice Mayor Jester, to accept the minutes as submitted for March 2, 2009 & March 19, 2009. The motion was unanimously approved.

2. YMCA Update Presentation & Proclamation

Mr. Gary White, former Director of the Pocomoke City YMCA, gave Council an update on establishing a YMCA on Chincoteague. He stated that an office has been opened on Maddox Boulevard and the goal is to raise \$300,000 in six weeks, which began April 1, 2009. He explained that it will need community volunteers and community support to run on \$100,000 a year. Mr. White also reported the programs that the YMCA has offered and hopes to offer in the future.

The Chincoteague Island Family YMCA of the Mid-Delmarva Family YMCA Association

WHEREAS, the Young Men's Christian Association, YMCA, mission is to bring together persons of all ages who are united in a common effort to promote and inspire life long development for children, adults and families through programs that build healthy spirit, mind and body for all, and

WHEREAS, in 2005 a group of enthusiastic citizens began organizing the Chincoteague Island Family YMCA, and

WHEREAS, the Chincoteague Island Family YMCA has begun to follow the National YMCA Mission Statement by offering programs to meet community needs and to help children and families grow strong through value-based programs for all ages, abilities and incomes, and

WHEREAS, each YMCA in the United States is a non-profit organization, supported by memberships, program fees and public and private contributions and does not receive funds from the National YMCA, and

WHEREAS, the National YMCA requires our community to show our financial commitment to support a YMCA by raising \$300,000 to cover the first three years operating expenses for community programs, rent, utilities and staff, and

WHEREAS, the Chincoteague Island Family YMCA have launched their Founder's Campaign to raise the \$300,000,

NOW, THEREFORE, I, John H. Tarr, Mayor of the Town of Chincoteague along with the Town Council do hereby give our support in this noble undertaking and recommend that all citizens of Chincoteague do likewise.

DATED this 6th day of April 2009.

John H. Tarr, Mayor

Attest: Robert G. Ritter, Jr., Town Manager

Councilman T. Howard motioned, seconded by Vice Mayor Jester, to adopt the proclamation as submitted. The motion passed unanimously

3. Public Hearing on Sign Ordinance Balloons, Pennants, & Flags

Mayor Tarr opened the Public hearing for public comments at 8:09 p.m. No Public comments were made and the hearing was closed at 8:10 p.m. **Vice Mayor Jester made a motion, seconded by Councilman T. Howard, to approve the changes as submitted. The motion passed unanimously.**

4. Resolution on Broadband application for CDBG Funding

Kat Edwards reviewed the following resolution for Council.

Resolution

Be it resolved that, pursuant to two public hearings, the Town of Chincoteague wishes to apply for \$534,990 of Virginia Community Development Block Grant funds for the Chincoteague Broadband Network Project.

Whereas the Town has committed to securing a \$100, 000 of credit to be used in whole or in part on this project, as needed;

And Whereas the US Fish and Wildlife has committed to provide \$ 25,000 towards construction of their service connection;

And Whereas the Eastern Shore of Virginia Broadband Authority is committed to providing high quality telecommunications services to businesses, government facilities, schools and health care providers;

And Whereas it is projected that: 4,317 residents of Chincoteague including 1,938 LMI residents will benefit from construction of the fiber optic network; the project will create 20 full-time equivalent jobs that will be made available to LMI persons through registration at the Virginia Employment Commission and 2,177 LMI persons will benefit from improved quantity and quality of health care services as a result of the implantation of this project.

Be it further resolved that Robert G. Ritter, Town Manager is hereby authorized to sign and submit appropriate documents for the submittal of this Virginia Community Development Block Grant proposal.

Adopted at its regularly scheduled meeting on April 6, 2009.

John H. Tarr, Mayor

Date

Witness

Date

Councilman Frese made a motion, seconded by Councilwoman Conklin to adopt the Resolution as written. Councilman J. Howard abstained. The motion was passed.

5. Resolution Approving the Design When No Public Hearing is Held – Deleted from Agenda

6. Accomack County Board of Supervisors Update

The Honorable Wanda Thornton commented that the Railroad and Broadband Authority have met about right of ways and easements and are ready to proceed. She presented the following report:

- 1) Wednesday April 8, 2009 will be the last time to comment on the budget; the vote will probably occur on Wednesday April 15, 2009. The budget includes a 45 cent increase on Personal Property taxes and a 9 cent increase on Real Estate taxes.
- 2) She requested that Public Works be designated to work on Hazardous Clean Up with Accomack County Ground Water Committee if the town wishes to participate in this event.
- 3) Land Use values: Taxes are high because of land use and designation in the records. The State Land Evaluation Advisory Council has made mistakes; for example it appears that there is not any Tomato farming in Accomack County.
- 4) If the tax increase goes through, additional personnel will be hired at the Assessor's office to do re-assessments and trend current values district to district as well as clean up prior assessment mistakes.
- 5) There will be a Public Hearing to decide whether or not to form a Public Service Authority, will be on April 22, 2009

- 6) She reported that there has been continued discussion about Prayer during public meetings. It has been placed on the Agenda for the April 15, 2009 meeting.
- 7) The Board of Supervisors has been asked to take a position on Off Shore Drilling.
- 8) Accomack County has designated Saturday May 4, 2009 as Spring Clean Up Day and all tipping fees will be waived for the day. Another day is planned for Saturday October 3, 2009.
- 9) A report from VDOT has no money allocations for the next 6 years for our area. There is dredging money available from Stimulus money.
- 10) On the County meeting agenda is a study of tax relief for the elderly.

Discussion continued about tomato farming, farm subsidies, business licenses, and taxes. Supervisor Thornton reported that she asked for a cost analysis in regards to tipping fees because the Town may be losing these fees. Mayor Tarr reported that the Town would lose about \$80,000 a year in tipping fees.

Councilman T. Howard requested that Hazardous Materials Collection for the Town be put on an upcoming agenda. Supervisor Thornton explained that the Town can do their own collection and she would facilitate it through the County Ground Water Committee.

7. Public Safety Committee Report of March 3, 2009

Mayor Tarr explained that the Public Safety meeting scheduled for April 7, 2009 is canceled. Mayor Tarr presented and reviewed items in the following report:

Emergency Operations Plan - The second draft is projected for release on April 7, 2009.

NIMS Compliance Plan - The first draft of the Town of Chincoteague's NIMS Compliance Plan will be presented at the Public Safety Committee meeting on March 3rd.

PODEX - The exercise is rescheduled for May 1st and 2nd. The EOC will open Friday at 09:00 and wrapping up the exercise around 11:30 hours. Set-up of the parking lot will be done Friday afternoon. The commodities will be distributed from 09:00 until 11:00. There will be two-hundred tarps, two-hundred cases of water, and two-hundred meals ready to eat (MRE's) distributed. Mayor Tarr spoke with Mr. Aubrey Justice, NALL President. The Little league will reschedule games to start after 12:30 p.m.

Rocket Move - Town Manager Ritter and Mr. Bryan Rush attended a planning meeting with NASA on Friday February 27 concerning a rocket move from the main base to Wallops Island. The move will affect Chincoteague as power to the Island will be off for a period of time and route 175 will be closed during the move. More information will be made available at the Public Safety Committee meeting on April 7. Mayor Tarr advised to put out public service announcements about the power outage. Mr. Rush advised that he would also try using the reverse 911 system to deliver information and test the system at the same time.

ICS 300 - The next class will be held March 21st from 1pm – 8pm; March 25th from 6pm – 10pm; and March 28th from 1pm – 8pm. Attendance at all three sessions is mandatory for course completion. The course will be held at the Wallops Flight Facility.

Union Baptist Church Disaster Relief Team - Mr. Richard Taylor from Union Baptist Church's Disaster Relief Team gave the Committee an overview of their capabilities. Mr. Taylor advised that someone had recently donated a disaster trailer to the team. The team has an array of capabilities in various training disciplines. The team works under the Southern Baptist Conference and can be deployed anywhere. Mr. Taylor stated that the team would request to stay locally if there should be a need in the community. Team members can feed 3,000 individuals a day; provide shower trailers; chain saw teams; mud-out teams; and minor roof repairs. During a large event they would be requested

through FEMA or the Red Cross. During small disaster scenarios, the team can be contacted through the Church. Vice Mayor Jester expressed his gratitude for the team as he was a recipient of these services during the 9/11 tragedy. Mr. Rush invited the team to participate in the PODEX.

CERT Presentation - Captain Barry Frishman gave the Committee information on the recent CERT (Community Emergency Response Team) training that he attended. Mr. Frishman expressed his desire to help the community and strengthen CERT presence here on the Island. The Committee offered Mr. Frishman support. Mr. Rush will be contacting Mr. Frishman to discuss further use of the CERT on the Island. Mr. Jester suggested the use of boats to move supplies if there was a bridge failure. Mr. Frishman also agreed to talk with the local Charter Boat Association's captains for support should there be a bridge failure.

Essential Personnel - Mr. Rush advised that he had a meeting with all the department heads as instructed. The department heads did have some issues with making individuals stay during an emergency. Mr. Rush requested more guidance on this issue, because of a small work force. Mayor Tarr states, there needs to be a written policy. Vice Mayor Jester agreed with a written policy. Mr. Rush advised that the initial list that was requested meets the criteria. Police Chief Lewis states that the police department policy already states that there full-time employees are essential. The Committee approved the current list:

General Government	Town Manager	Building and Zoning Administrator
Public Works	Public Works Director	Waterworks Supervisor
	Roads and Facilities Supervisor	Waterworks Technician
	Mechanic	Labor/Equipment Operator II
	Harbor Master	

Police Department - All Full-time Employees

Emergency Medical Services - All Full-time Employees

The Committee wants the definition of an essential employee added to the personnel manual. Mr. Ritter wants the twelve hour operational period added to the EOP. The Committee recommended that the essential employee job descriptions have the wording "essential employee" added and taken to Council for approval.

NIMS Compliance - Mr. Rush issued a training model to show the Committee who needs ICS training and what type. Mr. Rush distributed the Town's NIMS Compliance Plan for Committee review. Mr. Rush explained the plan along with the time-line, incentive program, and sign-off documents. The Committee suggested that the department heads have the signature page completed within their respective departments and to remove the "disciplinary statement" on the sign-off page. The Committee was in agreement with the incentive page. Mayor Tarr requested they bring the NIMS/Essential employee package to Council next month.

Committee Member Comments – Vice Mayor Jester asked Mr. Rush if he had worked on the annual public information blurb to distribute. Mr. Rush advised that he had not.

There was a discussion about NIMS compliance. Vice Mayor Jester explained the process. Mayor Tarr said that Bryan Rush is trying to get classes on the Island. Compliance is necessary for some future FEMA Grant funding and/or reimbursements. **Councilman T. Howard made a motion, seconded by Councilman Frese, to adopt the NIMS Compliance Plan. The motion passed unanimously**

8. Public Works Committee Report of March 3, 2009

Mayor Tarr presented and reviewed the following report:

Public Works Monthly Report February 2009 - Public Works Director Cosby updated the Committee on the status of several projects and issues, including the road work on Hallie Whealton Smith, the spring paving bid, playground equipment damage at Memorial Park and status of the work required by the DEQ for our groundwater permit.

Margaret's Lane Drainage Request – Public Works Director Cosby reviewed a request for drainage work on private property. There are people willing to give the Town the necessary easements to work in this area, and it is a badly needed improvement which will benefit at least seven parcels. The Committee expressed their willingness to proceed with planning for the project.

School and Pine Street Drainage – Public Works Director Cosby reviewed sections of street adjacent to the Smith/School/Sharpley project area that are not in the state road system. He agreed to research the ownership of these sections prior to expanding the project into these areas.

Roads Budget Update – Mr. Fitchett provided the Committee with an update on the costs of the Smith/School/Sharpley project in comparison with the Church Street drainage work done last year. Public Works Director Cosby reviewed the Roads expenses to date for this fiscal year, the projections for needs for the remainder of the year, and several ideas regarding possible project choices.

Committee Member Comments – Mr. Howard asked about the drainage situation at the intersection of Ridge and Wayne Roads. Public Works Director Cosby agreed that the drainage in that area is a problem but it was not an easy solution.

Councilman T. Howard commended Public Works staff on their work on School, Sharpley, & Smith streets.

9. Budget and Personnel Committee Report of March 17, 2009

Councilwoman Conklin presented and reviewed the following report:

Item #1-Presentation of Healthcare Comparisons - Ms. Lisa Buswell of USI Insurance Services gave a presentation on the Town's current health insurance offerings. The overview reviewed the Town's offerings with its present carrier in relationship with other regional and national carriers. The town's current plan was compared with other plans taking into consideration a projected premium increase of approximately 13.5% with the present carrier. Other options included exploring a separate Medicare supplement plan for town retirees in order to obtain better rates for the existing group medical coverage. Vice Mayor Jester stated that given the Island's close proximity to Maryland and its providers, our coverage should allow as much flexibility as possible for employees to be seen in either Virginia or Maryland. Ms. Buswell indicated that her staff could develop a survey for employees and retirees to complete regarding their current coverage and potential changes to be made for future policies. Town Manager Ritter asked for the Committee to give consideration as to their desires in using Ms. Buswell's services in assisting the town during this period of negotiations with different carriers as she is presently not our agent of record. Ms. Buswell noted that there would be no additional fees to the town as the result of using her as an advocate as these fees are already inclusive in the current premiums.

A motion was by Vice Mayor Jester, seconded by Councilman Frese to recommend to Council the use of Ms. Buswell's services in negotiating the town's health insurance plan, Motion Carried.

Councilman Frese asked that the employee survey be conducted. Town Manager Ritter stated that would be done once Ms. Buswell was our agent of record.

Item #2-Consider Chincoteague Island Community Tennis Association Request - Town Manager Ritter informed the Committee that the Chincoteague Island Community Tennis Association has received two grants, totaling \$3,000 towards the repair and resurfacing of the tennis courts at Memorial Park. The lowest bid for the work came in at \$11,900.00. The group is asking the Town to consider funding the balance, approximately \$8,900.00. Vice Mayor Jester stated that he had several questions regarding the project. The consensus of the Committee was to forward the matter to the budgetary process.

Item #3-Budget Amendment - Town Manager Ritter explained the proposed amendment to the Committee. The amendment involves the grant monies obtained for replacement of 911 equipment that were slated in the budget amendment for FY08, but that did not occur until FY09. The amendment is needed to show the proper allocation and disbursement of funds during FY09. A motion was made by Vice Mayor Jester, seconded by Councilman Frese to recommend the amendment to Council, Motion Carried

Item #4-Committee Member Comments

Vice Mayor Jester stated that he was very pleased with the increased safety measures taken by town employees. He stated that he has observed public works staff with their safety vests on at job sites and feels we are moving in the right direction. Vice Mayor Jester expressed interest in a formal Safety Plan to be created and adopted as part of the Employee Handbook. Town Manager Ritter indicated that Public Works Director Mike Crosby has been conducting quarterly safety meetings with staff and recent safety improvements have been made in the garage area.

Councilman Frese added that the Town should be able to have a representative from our insurance company to assist in the development of safety plans and safety training as this is included in most policies.

Councilwoman Conklin asked that Ms. Buswell of USI Insurance services be appointed as agent for Town Insurance research. Vice Mayor Jester stated that a local company asked if they could make a presentation. Town Manager Ritter responded that the other company will make a presentation at next Budget & Personnel meeting and this issue will be brought back to Council at the May meeting.

Town Manager Ritter explained that Item #3, Budget Amendment, needed to be voted on before the end of the Fiscal Year.

10. Recreation & Community Enhancement Committee Report of March 17, 2009

Councilman Frese presented the following report:

Earth Day Celebration- May 9, 2009 - Mrs. Megan McCook attended the meeting and has been one of the organizers for the Town's Earth Day Celebration. She indicated that a trailer will be at the Earth Day Celebration so that individuals can discard both their used computers and small appliances. There will also be a wetlands/ environmental information trailer. Ms. McCook indicated that she is trying to organize a farmers market to be there and for there to be a native plant sale. In the past the Earth Day celebration organizers have done fund raising events such as auctioning off painted trash can or painted birdhouses, the organizers would like to use this money to purchase benches for the Robert N. Reed Downtown Park. Ms. McCook indicated that she was particularly interested in the benches that can change direction. This action would need to go to Council for approval.

There was a motion by Councilman J. Howard, seconded by Councilwoman Richardson “to send to the Council the Resolution for Spring Clean Up, Paint Up, and Fix up Week.” Unanimously Approved.

Resolution for Spring Clean up, Paint up, and Fix up Week

A RESOLUTION of the Town of Chincoteague Island, Virginia, to acknowledge the importance of Earth Day and support the community-wide activities and events that remind us of our Island's connection to the rest of the planet.

WHEREAS, we are fortunate to live in a Town so abundantly blessed with natural assets and we have a continuing responsibility for preserving our environment by keeping it clean, healthy, and beautiful; and

WHEREAS, the Town of Chincoteague Island and our citizens are committed, through the goals of the Comprehensive Plan, ordinances, policies and our actions, to the preservation and stewardship of our natural landscape, open space and sensitive environmental areas; and

WHEREAS, Chincoteague's Earth Day is Saturday, May 9, 2009; Earth Day will celebrate beautifying our Island and involves people around the world over the course of several days; and

WHEREAS, during this celebration we have the opportunity to demonstrate to ourselves, our neighbors, and our visitors, our commitment to a clean and beautiful town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CHINCOTEAGUE, IN COUNCIL MET:

1. That the week of May 9 – May 15, 2009 is designated as **SPRING-CLEAN UP, PAINT UP, & FIX UP WEEK** in the Town of Chincoteague. To coincide with the Earth Day Celebration
2. That all organized and individual segments of our population participate in this noble effort by developing and carrying out imaginative clean-up, paint-up, and fix-up projects which will serve to enhance, restore, or maintain the beauty of all properties in our Island community.
3. All Spring Cleanup debris should be placed for pickup during the week of May 9 –May 15, 2009 so that our Town of Chincoteague will exemplify cleanliness and beauty and to kick off the Tourist Season. Calling the Town Office with the items to be picked up will ensure collection of said items.

John H. Tarr, Mayor

Attest: _____
Robert G. Ritter, Jr., Town Manager

Bicycle Plan Review - Mr. Lou Hinds of the U. S. F & W SERVICE stated that they along with the Town have received a \$600,000 grant to extend the bike trail from the traffic circle to the current bike trail going towards Assateague. Mr. Hinds stated that they do not have an engineering plan yet. He also added that the Town and the F & WS need to establish a cooperative agreement. He stated over the salt marsh it may need to be an elevated bike path. He also wanted to remind the Committee that U. S. F & W SERVICE and the Town are completing an alternative transportation plan that will complete much of the research that we need. Lastly, Mr. Hinds thought that it would be a good idea to have a ground breaking ceremony for the bicycle path on Maddox Boulevard.

The Committee requested minutes for each meeting from now on.

There was a motion by Mr. Jack Van Dame, seconded by Councilman J. Howard “to accept the memo and the previous page as the minutes.” Unanimously approved.

Review of the Town's Bicycle Plan (beginning on line 154)

(65-66) “This plan shall be reviewed and if need be updated every four years.”

(161-167) Mr. Anderson added a paragraph describing Safe Routes to School Program.

(168) We should include a reference about the Bicycle Safety Tape that was produced a couple years ago. Copies should be made and distributed to the Schools and shown periodically on cable TV.

(175) add “most” at the beginning of the sentence.

(176) strike “Main Street and Maddox Boulevard.”

Kathy Plant will look up the deed of Edgar Twiford in regards Ocean Boulevard extended when she has some free time.

(203) strike “downtowns”

(204) strike “stores”

(206) "Town Offices" and (207) "Police Department" should not be put under "Downtown."
 (209) add "Carnival Grounds" and "Robert N. Reed Downtown Park."
 (210-212) Strike first sentence of the paragraph
 (214) Include "some extended shoulders along Ridge Road, and a multi-use trail on Deep Hole Road.
 In regards to the Maddox Boulevard Corridor, VDOT may have surveyed plans or plats already, need to contact them.
 (220) "...to the stores and other destinations throughout the Island."
 Mr. Anderson will call Mr. Conklin, and Mr. Van Dame in regards to Maddox Boulevard.
 Stopped at priority and solutions (223)

Mayor Tarr explained that the Resolution for Spring Clean Up be acted upon. Vice Mayor Jester suggested that the Clean Up needs a lot of promotion and should run longer than one week because of seasonal residents, with several pickup dates. **Vice Mayor Jester made a motion, seconded by Councilman Frese, to extend the Clean Up campaign from May 9th to May 31st. Motion was passed unanimously.**

11. Pony Pines Subdivision Time Extension Request on Final Plat

Town Planner Anderson explained that a request was submitted by Pony Pines managing principal, Mr. Frederick Schmidt, asked for an extension of 1 year from September 3, 2009 to September 3, 2010. He stated that Building & Zoning Administrator Lewis recommended this be extended from the March 3, 2009 letter for 1 year to March 3, 2010. Discussion continued regarding economy, property assessments, plat review periods, and precedents.

Councilman Frese motioned, seconded by J. Howard, to give the extension for 1 year from September 3, 2009. Councilman T. Howard asked what delays occurred during the approval process, and if this was something that others must endure. He would like to have an explanation for the extension. Attorney Poulson advised that Council should be careful not to set precedence. Councilman Frese withdrew his motion and Mayor Tarr instructed Town Planner Anderson to contact Mr. Schmidt for an explanation.

12. Award of the Harbor Bids

Town Manager Ritter gave the following report:

Currently the Town has in the Fiscal Year 2009 budget \$229,906, to replace the Harbor's breakwater sea wall and a breakwater on the North side, which \$182,894 is in the approved Port Authority Grant. Fiscal Year 2010 we have proposed \$195,856, to fund the remaining portion of the project, which \$146,890 is in anticipated unapproved Port Authority Grant. This would be a total of \$425,762 for the project. Currently the Town has \$248,835.41 left in our LGIP account for Harbor Projects.

On the bid opening day we received two bids and they are the following:

	BIC, Inc.	Fisher Marines
Total for all bids including alternates	\$384,045	\$ 445,970

Councilman T. Howard made a motion, seconded by Councilman Frese, to award the Curtis Merritt Harbor of Refuge Phase 2 Rehabilitation project to BIC, Inc. in the amount of three hundred eighty four thousand forty five dollars (\$384,045). The motion passed unanimously.

13. Award of the Pavement Contract

Public Works Director Cosby presented the following report:

- Bid Item 1 (Paving preparation work for Smith, School and Sharpley Streets:
 - Branscome Eastern Shore \$ 3,500.00
 - Gerald Moore & Son \$ 7,080.00

- Bid item 2 (Surface paving for Smith, School and Sharpley Streets:
 - Branscome Eastern Shore \$ 63.42 per ton
 - Gerald Moore & Son \$ 71.61 per ton
- Bid Item 3 (Paving preparation for Maddox Boulevard)
 - Branscome Eastern Shore \$ 8,814.00
 - Gerald Moore & Son \$13,830.00
- Bid Item 4 (Surface paving for Maddox Boulevard)
 - Branscome Eastern Shore \$ 62.62 per ton
 - Gerald Moore & Son \$ 70.00 per ton
- Bid Item 5 (Surface paving – smaller quantities in other areas if needed)
 - Branscome Eastern Shore \$ 68.28 per ton
 - Gerald Moore & Son \$ 75.00 per ton

For reference purposes, our last contract price for surface asphalt was \$74.50 per ton.

Councilman J. Howard made a motion, seconded by Councilwoman Richardson, to award all 5 bids to Branscome. The motion passed unanimously.

14. Mayor & Council Announcements or Comments

Councilman T. Howard stated that he was glad to see the pot holes being repaired.

Councilwoman Conklin informed Council that she was almost knocked over by a bicyclist while walking on the sidewalk. She understands that the Police are unable to be everywhere all the time, but something needs to be done about this.

Councilman Frese commented that he received a request for a diaper changing station in the Community Center.

Vice Mayor Jester requested that a letter go to all the dispatchers, signed by all Council members, telling them their work is appreciated. Vice Mayor Jester also requested that a timeframe be obtained from VDOT on the bridge.

Councilman J. Howard requested to see the town rates compared to other area rates throughout the Eastern Shore. He would also like to see the Employee questionnaires receive a reply and that the Town needs to improve on communications.

Councilwoman Richardson reported that they have been cleaning up the Holy Ridge cemetery since March 12th. She wanted to thank Councilman J. Howard for the use of his equipment. They have found tombstones that have never been seen. She announced that they will be working for the next 2 weeks and invited everyone to come out and help.

Mayor Tarr reported that he and Vice Mayor Jester attended the Culture Day over at the Refuge. He stated that Lou Hinds has been doing a lot of work on this and it is very nice.

Mayor Tarr instructed Town Manager Ritter to contact VDOT about not working on May 6th because of the Seafood Festival as well as getting the Causeway cleaned before the Festival. He also requested VDOT be invited to the May Town Meeting.

Mayor Tarr reported that he and Supervisor Thorton met with the healthcare providers on Chincoteague. There are plans for a health fair at the Community Center in the future and both offices are attempting to work together to coordinate hours and staffing arrangements. They will be providing 24 hour contact information and office hours for us to distribute. A meeting has also been scheduled before Memorial Day between the Fire Department and EMS services.

15. Closed Meeting in Accordance with Section 2.2-3711(A) (1 & 7) of the Code of Virginia

- Legal Matters & Personnel Matters

Councilwoman Richardson motioned, seconded by Councilman Frese, to go into a closed meeting in Accordance with Section 2.2-3711(A) (1 & 7) of the Code of Virginia – to review legal and personal matters. The motion passed unanimously.

Vice Mayor Jester motioned, seconded by Councilman J. Howard, to go out of the closed meeting in Accordance with Section 2.2-3711(A) (1 & 7) of the Code of Virginia – to review legal and personal matters. The motion passed unanimously.

Councilman Frese moved, seconded by Councilman T. Howard to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1 & 7) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Conklin, J. Howard, Jester, Frese, T. Howard, Richardson

AJOURN

Mayor

Attest: Town Manager

MINUTES OF THE APRIL 16, 2009
SPECIAL CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
James Frese, Councilman
Terry Howard, Councilman
John N. Jester, Vice-Mayor
Ellen W. Richardson, Councilwoman
Nancy B. Conklin, Councilwoman
John H. Howard, Councilman

Call to Order

Mayor Tarr called the meeting to order at 6:34 p.m.

Agenda Additions/Deletions and Adoption

Councilman James Frese, seconded by Councilman Terry Howard, made a motion to adopt the Agenda. The motion is unanimously approved.

1. Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the Code of Virginia

- Personnel Matters

Councilman Terry Howard made a motion, seconded by Councilman James Frese to go into a Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the Code of Virginia to discuss personnel matters. The motion is unanimously passed.

Councilman James Frese moved, seconded by Councilman Terry Howard to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes - Jester, Frese, T. Howard, Richardson, Conklin, J. Howard

AJOURN

Councilwoman Richardson made a motion to adjourn, seconded by Councilman T. Howard. The motion was unanimously approved to adjourn at 8:05 pm.

Mayor

Attest: Town Manager

TO: Mayor Tarr and Town Council

FROM: Karen B. Hipple

THRU: Robert G. Ritter, Jr, Town Manager

SUBJECT: FY'09 Budget Amendment

The following changes are necessary to the FY'09 budget for the installation of the E911 equipment. The revenue sources for this acquisition and installation are a grant from the Commonwealth of Virginia and the 911 Equipment Reserve in LGIP.

The Public Hearing was properly advertised in the newspaper on April 25, 2009.

**TOWN OF CHINCOTEAGUE, INC.
FY'09 PROPOSED BUDGET AMENDMENTS**

**PUBLIC HEARING TO BE HELD MONDAY, MAY 4, 2009 AT 7:30 P.M.
IN THE TOWN COUNCIL CHAMBERS
6150 COMMUNITY DRIVE
CHINCOTEAGUE ISLAND, VA 23336**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
<u>ADD</u>		<u>REMOVE</u>	
911 EQUIPMENT GRANT – VITA	\$ 150,000	911 EQUIP. RESERVE	- \$ 10,000
TRANSFER FROM 911 EQUIP. RES	\$ 40,000	<u>ADD</u>	
		911 EQUIPMENT REPLACEMENT	\$ 200,000
 TOTAL REVENUE CHANGES	 \$190,000.00	 TOTAL EXPENDITURE CHANGES	 \$ 190,000.00

This amendment is necessary because Council has not appropriated any expenditures for this project in FY'09. A budget amendment does not require a waiting period for action. Therefore, if the above amendments are acceptable, a motion could be made to “approve the amendments to the FY'09 and to appropriate the amendment funds for disbursement.”

MINUTES OF THE APRIL 21, 2009 BUDGET AND PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS PRESENT

Nancy B. Conklin, Chairwoman
John N. Jester, Vice Mayor
James Frese, Councilman

1. Call to Order.

Chairwoman Conklin called the meeting to order at 5 p.m.

2. Public Participation.

Mr. David Spangler with the Tennis Association addressed the Committee regarding restoration of the tennis courts surface at Memorial Park. He handed out documents regarding such. He stated that they want to cooperate with the Town in the budget process to get things accomplished.

Chairwoman Conklin commended the Association on a remarkable job in raising \$6,000.00 (\$3,000 of which is a grant from USTA). However, the Town doesn't have \$6,000 to mention. She advised that with the economy the way it is, unless someone could come up with more money, she doesn't see any way the Town could do this project this year. After further discussion between the Committee, Mr. Spangler and Mr. Peter Coleman, the Committee decided to research the matter further before making a decision.

3. Agenda Adoption.

Councilman Frese motioned, seconded by Vice Mayor Jester to approve the agenda as presented. Motion carried.

4. Presentation on Healthcare Comparison's (Mr. Bill McComb)

Mr. McComb thanked the Committee for allowing him to present healthcare options. He introduced Laura Whitten with Optima Health, which is owned by Sentara. She introduced herself and gave the background of Optima Health. She handed out 3 proposals and explained the plans. She proposed the HMO Plan for the Town. She also stated that because of our closeness to the Maryland state line and the doctor choices the PPO plan would be recommended. After further explanations of the different plans, she stated that she will put together some proposals and different strategies.

There were questions regarding the retiree plans and coverage. Ms. Whitten explained that she did not include those in the current plan proposals. She stated that they have tried to separate those members from the group plan because of expected costs. She explained the options of retiree coverage.

Mr. McComb asked the Committee to compare the current rates and plan to the proposed rates and plan so they could see the differences. Ms. Whitten stated she would write a comparison for the Committee to review. The Committee thanked Mr. McComb and Ms. Whitten for their

presentation. They also thanked the Committee for allowing them to come before them with their proposals.

5. Review of the Public Works Job Description.

Town Manager Ritter explained the changes to the job description of the Director of Public Works.

DIRECTOR OF PUBLIC WORKS (Salary Grade 28 – 32)

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work overseeing the road maintenance, storm drainage, equipment maintenance, water production and distribution system and related operations: does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machine, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the installation, maintenance and repair of roads and municipal facilities, waterworks operations, equipment maintenance and related public works operations; coordinating work with other departments and Town Manager; maintaining records and files; preparing reports.

Plans, organizes, directs and coordinates the activities of all Public Works divisions;

Plans, schedules and manages department's workload;

Ensures projects comply with town standards; ensures quality control of projects;

Designs projects; prepares bid specifications and bid package for construction and support service contracts;

Ensures contractors comply with specifications; **Review subdivision plans and plats as the designated Roads Engineer**

Purchases materials and supplies for the department;

Prepares a variety of correspondence concerning department operations: enforcement of town policies, inter-agency communications, civic groups and other individuals or agencies;

Participates in the selection of private contractors for services;
Makes field inspections of public works projects to ascertain status; maintains quality control;
Establishes operating policies and procedures;
Oversees the water activities of the Town; **Monitor progress on public works projects and other capital improvements; Provide technical and administrative support to committees;**
Handles correspondence, prepares a wide variety of reports on department activities as requested;
Recommends operational changes to the Town Manager;
Evaluates employee performance; takes disciplinary action; hires employees for department, subject to Town Manager's approval; **Direct Department during Town wide emergencies such as hurricane and floods;**
Receives citizen inquiries or complaints and handles appropriately;
Prepares each designated department budgets and monitor their expenditures;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the practices of civil engineering, comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities: ability to formulate comprehensive operational policies and procedures: ability to prepare technical reports: ability to supervise the work of a staff; ability to establish and maintain effective working relationships with Town officials, other public officials, associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with
major course work in civil engineering or related field and extensive experience in a responsible position in the
public works field.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia; **Possession of or ability to possess in a timely manner a Class II Waterworks Operator license issued by the Commonwealth of Virginia.**

Vice Mayor Jester motioned, seconded by Councilman Frese to send the description to the Town Manager to make the proposed changes and then to present it to Council. Also, if there are any changes to stipulate those to the Town Manager to make changes prior to giving to Council.
Motion carried.

6. Consider a New Job Description.

Town Manager Ritter explained that this matter was discussed last year with a different Council. He explained that this position would report to the Town Manger and accept any assigned work from the Public Works Director. He also added that this person would be over all the office clerks of the Town. They would also oversee administrative duties for the Public Works Director.

**ADMINISTRATIVE ASSISTANT / CLERK SUPERVISOR
(Grade 15 – 17)**

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs advanced clerical and operational tasks in a variety of Public Works and General Government administrative functions. Performs difficult technical and intermediate administrative work supervising and participating in office supervision; does related work as required. Work is performed under the general supervision of the Town Manager and accepts work assigned by the Public Works Director. Supervision is exercised over subordinate clerical personnel in Public Works (PW) and General Government.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

All those described for a CLERK/OFFICE ASSISTANT in addition to the following; Train, assign work to, supervise, and perform employee evaluations; Meet with clerks to solve personnel, workflow, and technical issues.

Public Works: Coordinates regular water meter reading functions; initiates irregular readings as needed; corrects and approves route changes as necessary; Manages water billing system including account information, data entry, reports and files; prepares and distributes billing statements; Audits all utility billing data, reports and computer runs for accuracy and makes corrections as needed; Monitors accounts receivable for water system; follows established Town procedures for delinquent billing notices, collections and service disconnections; Maintains and updates master and control files for utility billing computer system; Responds to customer inquiries regarding billing issues, leak adjustments and various service questions and requests; investigates problems and works with customers and staff to resolve according to Town policies; Oversees operation of fuel system computer; collects data and prepares fuel usage and cost reports; Manages operation of PW time clocks and compiles biweekly PW payroll reports; maintains PW leave records and weekly labor cost reports; Helps Assists PW staff with inventory control, surplus sales and purchasing policy compliance.

Gen Gov and PW: Assists with budget preparation; maintains department expense and revenue records; Posts bills to accounts payable and manages petty cash drawer; Researches costs for goods and services; prepares purchase orders and requests for quotations or proposals; compiles bid documents and packages; places orders according to established purchasing policies; Researches grant funding opportunities; collects required documentation and prepares grant applications; Prepares various reports and documents; updates calendar and scheduling information; maintains department records and electronic data; participates in department planning meetings; Coordinates special projects as needed; Participates in the review and development of PW and General Gov. policies and procedures; Attends meetings; takes and transcribes minutes; prepares and publicizes notes, reports and actions taken at meetings; helps prepare agenda packets for Town Council meetings; May at times perform various financial and budgetary functions such as reconciliations, balancing accounts receivable, posting revenues and expenditures; maintains fund accounts; prepares trial balances; May at times prepares a variety of financial records, journal entries and correspondence; responds to inquiries from Town officials and the general public concerning the Town's financial condition; Performs related tasks and assists other departments as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of standard office practices, procedures and equipment; sound knowledge of business English, basic accounting, spelling, arithmetic and the operations of Town government; ability to follow complex oral and written instructions; ability to type accurately and at a reasonable rate of speed;

ability to establish and maintain effective working relationships with associates and the general public; ability to research and solve problems; skill in the operation of standard office and word processing equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, bookkeeping or related field and considerable experience in billing systems or similar functions.

The Committee and Town Manager Ritter discussed the reasons for a supervisor along with the finances. Town Manager Ritter also explained the need and that there was a supervisor in the office in the past. Vice Mayor Jester supports this, but feels that “supervisor” is a strong word and should be “work leader”. The Committee agreed that there should be some recognition.

Vice Mayor Jester motioned, seconded by Councilman Frese to change the word “Supervisor” to “Leader” and forward to Council. Motion carried.

7. Review Potential Parking Area for Maddox Blvd. (DeWalt Property).

Town Manager Ritter stated that Mr. Bob Behr came to the last Council meeting requesting the use of a parcel of land to use for parking for a business he is currently building. There would be 12 perpendicular parking spaces and 6 parallel parking spaces on the proposed lot.

Mr. Anderson explained that the current parking requirements are 9’x 18’ parking space with a 22’ isle-way. Town Manager Ritter also added that this is looking into the future in case there would be no parking along Maddox Blvd.

There was discussion about the parking and other parking issues along Maddox Blvd. Chairwoman Conklin asked what the businesses would do if Mr. DeWalt sold the parcel that they’re using for parking. After further discussion, Town Manager Ritter asked if the Committee wanted to get pricing for the parking. The Committee concurred. There is another property further down on Maddox Blvd. going up for auction and would be 3 parking spaces less. Chairwoman Conklin stated that the Town should look into this for the future.

8. Committee Member Comments.

Vice Mayor Jester expressed his concern for the goals of the Safety Plan that would involve the employees of the Town. Councilman Frese stated that the Town could contact our liability carrier and they’ll do this service for free, along with safety programs and training.

Vice Mayor Jester stated that the U. S. Fish and Wildlife has a Safety Plan with certification programs and training and they could help the Town.

9. Adjournment

Councilman Frese motioned, seconded by Vice Mayor Jester to adjourn the meeting. Motion carried.

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Makes field inspections of public works projects to ascertain status; maintains quality control;

Establishes operating policies and procedures;

Oversees the water activities of the Town; **Monitor progress on public works projects and other capital improvements;**

Provide technical and administrative support to committees;

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Recommends operational changes to the Town Manager;

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EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, bookkeeping or related field and considerable experience in billing systems or similar functions.

Recreation and Community Enhancement Committee

Minutes

Town of Chincoteague

April 21, 2008, 6:00 PM-Council Chambers- Town Hall

Committee Members Present:

Mr. James Frese, Chairman
Mr. J. Howard, Councilman
Mrs. Ellen W. Richardson, Councilwoman
Mr. Jack Van Dame
Mr. Bob Conklin
Mrs. Cathy Plant

Committee Members Not Present:

Mr. G.W.Taylor

Others Present:

Mr. John N. Jester, Vice-Mayor
Mr. Robert G. Ritter, Town Manager
Mr. Jared B. Anderson, Town Planner

Call to Order

Chairman Frese called the meeting to order at 6:08 PM

Roll Call by Mr. Anderson.

Mr. Gene W. Taylor was the only person not present.

Adoption of the Agenda

There was a motion by Councilwoman Richardson, seconded by Councilwoman J. Howard **“to adopt the agenda as presented.”** Unanimously approved.

1) Minutes of the March 19, 2009 Meeting

There was a motion by Mr. Van Dame, seconded by Mrs. Plant **to “adopt the minutes of the March 19, 2009 meeting as presented.”** Unanimously approved.

2) Bicycle Plan Review

Mr. Anderson began by asking what the committee’s priorities are in regards to the Needs Assessment of the Bicycle Plan. It was decided by the committee to review each priority/solution to see if they need to be moved or completely removed from the list.

- Chicken City Road – Church Street to Maddox Boulevard

Since the original adoption of this plan, extended shoulders have been placed on this road, thus giving some relief for bicycle riders. Because of the narrowness of the road/right-of-way this is probably all the Town can do unless we purchase land. We should place this priority on a “Continued Concern” list.

- Maddox Boulevard- from Main Street to Deep Hole Road

Discussion was mainly concerned with alternative transportation routes that would keep the majority of Bicycle riders off that part of Maddox Boulevard, because this is and will continue to be a high traffic area with not much room for bicycle riders.

- Hallie Whealton Smith Drive

Mr. Anderson indicated that the Town was not funded for construction of a bicycle trail along Hallie Whealton Smith Drive this year, however, the town will apply for the same project next year and hopefully it will be funded at that time. In the meantime it was asked if the town could put some striping down on the road. Mr. Ritter indicated that they just put some tar and chip down and it will need a couple of hot days before it sets, at which time they could put some striping down.

- Church Street- from Main Street to Chicken City Road/ Ridge Road intersection

It was noted that until we have no parking on Church Street it will be a safety concern especially to bicyclists. It was suggested that there be no parking except on Sunday, or no parking except for 15 min pickup and drop off at the Opportunity Shop. This needs to be brought up to Council for their consideration.

- Ocean Boulevard Extended Project

Mr. Anderson, Mr. Van Dame, and Mr. Conklin went on a site visit to Ocean Boulevard Extended. We found that the asphalt on Ocean Boulevard was 34' if the low-grade gutters were included it was 39'. The group also went to Coaches Lane and to Maddox Boulevard. They were looking to see if there is potential for a corridor that extends from Main Street down Ocean Boulevard to Ocean Boulevard Extended through Coaches Lane and then at some point goes to Maddox. At AJ's Restaurant going towards Assateague the Maddox Boulevard right of way is 100 feet. The key is to find if Mr. Edgar Twyford either by will or recorded plat created the 40' right of way that we have been calling Ocean Boulevard Extended. It was the recommendation of the committee to seek Mr. Poulson's service for deed research.

- Main Street- Hallie Whealton Smith Drive to Beebe Road

This is not the highest priority especially with the Tourist, there is very little bicycle traffic on South Main Street, and we are currently addressing Downtown through our revitalization process. This priority should be placed on the "Continued Concern" list.

- Maddox Boulevard-from the Chamber of Commerce (traffic circle) to the Assateague Bridge.

Because the F&WS has already received a grant to complete a bicycle trail from the existing bicycle facilities going to Assateague to the other side of the traffic circle we should list this priority as a "Continued Concern."

- Path from Eastside Road to Maddox Boulevard via Maddox Family Campground

This was a priority back when the bicycle plan was originally being completed. A couple members of the bicycle committee asked the property owners but there was some concern of liability/privacy so the easement was not granted at that time. However, we should keep this as a "Continued Concern" because a trail would significantly cut down on the travel time for people coming from Eastside Road and Tom's Cove Campground.

- Fowling Gut Path ("The Canal") running down the center of the island.

Not seen as logical or feasible at this time.

- Stopped at priority and solutions (9. Chicken City Road Extension)

3. Committee Member Comments

Councilwoman Richardson would like to set a date for when we are going to put the Donald J. Leonard Park sign up, we should do it while he is still alive. Councilman J. Howard indicated that we need to know where we are going to put the sign, and there should be a ceremony for this at the park.

Councilwoman Richardson indicated that Mr. Herb Jester completed a sign for the Island Nature Trail, it is already in place. The Town should send a letter thanking Mr. Jester.

Vice-Mayor Jester indicated that we should look into getting a larger bike rack for downtown especially if we are going to actively promote bicycle transportation. We also need to properly mark the bicycle path on Deep Hole Road so that people know to ride their bikes on there and not the road.

There was a motion by Councilman J. Howard “for the Town to purchase two signs much like the ones we have at the other parks for the Island Nature Trail.” Seconded by Mr. Conklin. Unanimously approved.

Mrs. Plant asked if the Town has a brochure that shows Parks, Ramps, bikeways and other major attractions that we could place in the campgrounds and lodging accommodations. We need to look into the possibility of creating a brochure.

ADJOURN:

There was motion by Councilwoman Richardson, seconded by Mrs. Plant **“to adjourn the meeting at 7:06 PM.”** The motion was unanimously approved.

MEMORANDUM

To: Mayor and Council

From: Jared B. Anderson, Town Planner

Date: April 29, 2009

Subject: Island Nature Trail Signs on Hallie Whealton Smith Drive

At the request of the Recreation and Community Enhancement Committee, staff sought estimates for signs on Hallie Whealton Smtih Drive. The recommendation was for two signs to indicate the Island Nature Trail (Phase I and Phase II). In order to be consistent we sought an estimate from the same company, Redwood Burl Signs, which recently completed the new Donald J. Leonard Park sign and the other wood- sandblasted signs at Memorial Park and the Town Complex. For a 54"x 21.5" double sided sign it would be \$1440, which times two would come out to \$2,880. For two separate signs "sandwiched" between support poles the price would be \$790 per sign and if we multiple the \$790 by 4 for a total cost that comes to \$3,160.

A last alternative is to use a different sign company that would use different materials, but would cost much less. There are a few local sign companies we could talk to about pricing, materials, etc.